

CIVIL SERVICE COMMISSION
OPEN SESSION
MINUTES
December 6, 2022

Pursuant to notice, the Civil Service Commission of the City of Decatur met in regular session at 11:30 a.m.

PRESENT: CHAIR Greg Spain
VICE CHAIR Todd Ray
COMMISSIONER Tony Wilkins
ACTING SECRETARY Penny Rogers
ADMINISTRATIVE ASSISTANT Sherry Beasley
DIRECTOR OF HUMAN RESOURCES French Wilson
ABSENT: COMMISSIONER Sheri Hagen

Call to Order

Chair Spain called the meeting to order at 11:30 a.m.

Roll Call

Three out of four Commissioners were present at the time of roll call. Chair Spain declared a quorum does exist to conduct and approve business.

Chair Spain called for Appearance of Citizens:

The following citizen provided comments to the Commission: Abeer Motan.

The Minutes of the November 1, 2022, regular meeting were presented. Vice Chair Ray moved that the November 1, 2022, regular meeting minutes be approved, seconded by Commissioner Wilkins and upon call of the roll, Commissioner Wilkins, Vice Chair Ray, and Chair Spain voted aye. Acting Secretary Rogers declared the motion carried.

Commissioner Wilkins moved to recess to Closed Session under Open Meetings Act 5 ILCS 120/2(c) to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, seconded by Vice Chair Ray and upon call of the roll, Vice Chair Ray, Commissioner Wilkins and Chair Spain voted aye. Acting Secretary Rogers declared the motion carried.

Vice Chair Ray moved to return to Open Session, seconded by Commissioner Wilkins, and upon call of the roll, Commissioner Wilkins, Vice Chair Ray, and Chair Spain voted aye. Acting Secretary Rogers declared the motion carried.

Chair Spain called for Unfinished Business:

- A. Authorization Request to Approve Final Scores & Eligible Register for Instrumentation and Controls Technician, Commissioner Wilkins moved the Authorization Request be received, placed on file and approved, seconded by Vice Chair Ray, and upon call of the roll, Commissioner Wilkins, Vice Chair Ray, and Chair Spain voted aye. Acting Secretary Rogers declared the motion carried.
- B. Authorization Request to Approve Final Scores & Eligible Register for Police Patrol Officer, Vice Chair Ray moved the Authorization Request be received, placed on file and approved, seconded by Commissioner Wilkins, and upon call of the roll, Commissioner Wilkins, Vice Chair Ray, and Chair Spain voted aye.

Chair Spain called for New Business:

- A. Authorization Request to Approve Job Announcement & Establish Eligible Register for Buyer, Commissioner Wilkins moved the Authorization Request be received, placed on file and approved, seconded by Vice Chair Ray, and upon call of the roll, Commissioner Wilkins, Vice Chair Ray, and Chair Spain voted aye. Acting Secretary Rogers declared the motion carried.
- B. Authorization Request to Vacate Current Fire Fighter Process Pending Revision to Civil Service Commission Rules, Vice Chair Ray moved the Authorization Request be received, placed on file and approved, seconded by Commissioner Wilkins, and upon call of the roll, Commissioner Wilkins, Vice Chair Ray, and Chair Spain voted aye. Acting Secretary Rogers declared the motion carried.
- C. Authorization Request to Extend Current Fire Fighter Register by Six Months, Commissioner Wilkins moved the Authorization Request be received, placed on file and approved, seconded by Vice Chair Ray, and upon call of the roll, Commissioner Wilkins, Vice Chair Ray, and Chair Spain voted aye. Acting Secretary Rogers declared the motion carried.
- D. Receiving and Filing of Personnel Actions – Vice Chair Ray moved that the appointments, promotions, oral reprimand, division letters of reprimand, civil service status, requests for leave, resignation and retirements be received, placed on file, and approved, seconded by Commissioner Wilkins, and upon call of the roll, Commissioner Wilkins, Vice Chair Ray, and Chair Spain voted aye. Acting Secretary Rogers declared the motion carried.

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Chair Spain called for Other Business:

Due to the first meeting in January immediately follows the New Year holiday, the January 2023 meeting will be cancelled and will resume the first Tuesday of February 2023.

There being no other business, Vice Chair Ray moved to adjourn the meeting, seconded by Commissioner Wilkins and upon call of the roll, Commissioner Wilkins, Vice Chair Ray, and Chair Spain voted aye. Acting Secretary Rogers declared the meeting adjourned at 11:56 a.m.

Respectfully Submitted,



Penny Rogers
Acting Secretary